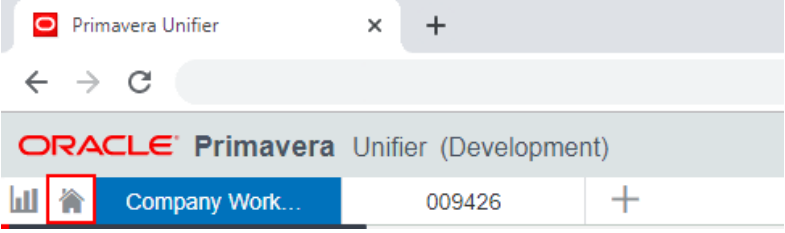
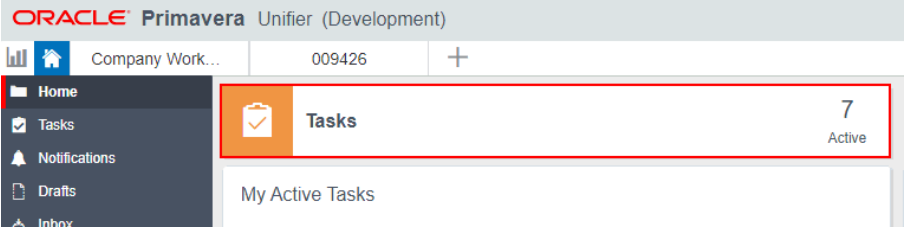
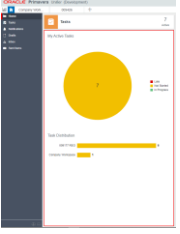
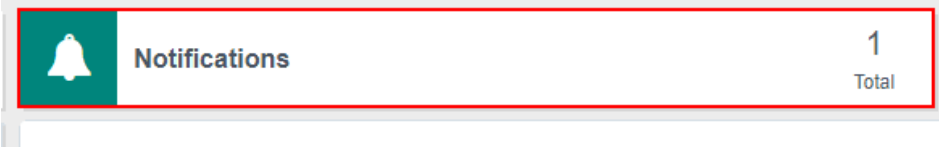

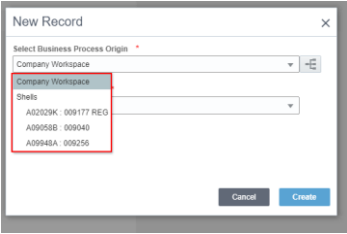
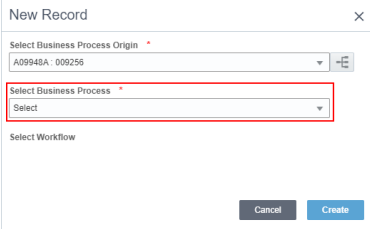
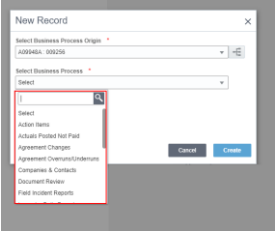
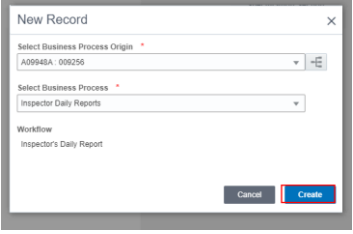

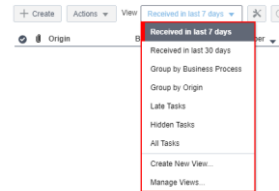
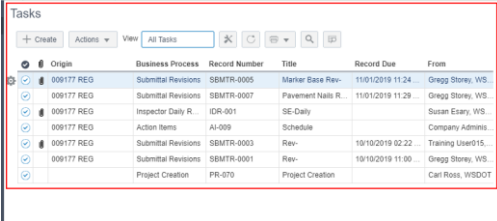
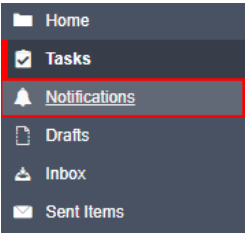

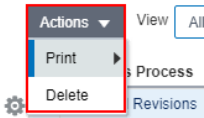


Home Page-1: Overview

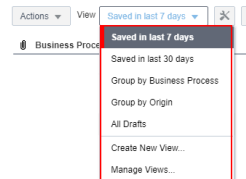
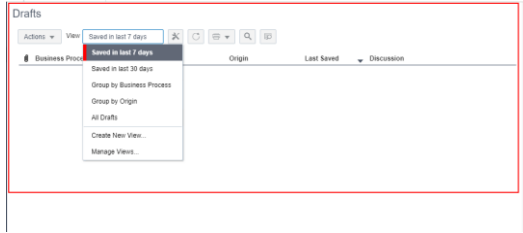
Step	Action
1.	<p>Click Home icon.</p> 
2.	<p>Tasks will take you to the menu and show task assigned to you across all projects.</p> 
3.	<p>My Active Tasks shows a chart where they are broken up into Late, Not Started and In Progress.</p> 
4.	<p>Notifications shows all record notifications sent to you.</p> 
5.	<p>WSDOT is not currently using Unifier Mail.</p> 

Step	Action																												
6.	<p>Workflow Business Processes shows which BP records tasks that have been assigned to you or the group.</p> <div><p>Workflow Business Processes</p><table><thead><tr><th>Business Process</th><th>Late</th><th>Not Started</th><th>In Progress</th></tr></thead><tbody><tr><td>4 009177 REG</td><td></td><td></td><td></td></tr><tr><td>Action Items</td><td>0</td><td>1</td><td>0</td></tr><tr><td>Inspector Daily Reports</td><td>0</td><td>1</td><td>0</td></tr><tr><td>Submittal Revisions</td><td>0</td><td>4</td><td>0</td></tr><tr><td>4 Company Workspace</td><td></td><td></td><td></td></tr><tr><td>Project Creation</td><td>0</td><td>1</td><td>0</td></tr></tbody></table></div>	Business Process	Late	Not Started	In Progress	4 009177 REG				Action Items	0	1	0	Inspector Daily Reports	0	1	0	Submittal Revisions	0	4	0	4 Company Workspace				Project Creation	0	1	0
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7.	<p>Non - Workflow Business Processes shows all non-workflow BP records you have access to.</p> <div><p>Non - Workflow Business Processes</p><table><thead><tr><th>Business Process</th><th>Total</th></tr></thead><tbody><tr><td>4 Company Workspace</td><td></td></tr><tr><td>Implementation Objects</td><td>75</td></tr><tr><td>Vendors</td><td>232</td></tr><tr><td>4 008211 DEMO</td><td></td></tr><tr><td>Companies & Contacts</td><td>8</td></tr><tr><td>Issues</td><td>1</td></tr><tr><td>Specification Sections</td><td>180</td></tr><tr><td>Submittal Packages</td><td>5</td></tr><tr><td>Submittals</td><td>2</td></tr><tr><td>4 001006</td><td></td></tr><tr><td>Change Orders</td><td>7</td></tr><tr><td>Current Authorization</td><td>10</td></tr><tr><td>Issues</td><td>1</td></tr></tbody></table></div>	Business Process	Total	4 Company Workspace		Implementation Objects	75	Vendors	232	4 008211 DEMO		Companies & Contacts	8	Issues	1	Specification Sections	180	Submittal Packages	5	Submittals	2	4 001006		Change Orders	7	Current Authorization	10	Issues	1
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8.	<p>Click Tasks.</p> <div><p>Company Work..</p><ul style="list-style-type: none">HomeTasksNotificationsDraftsInboxSent Items</div>																												
9.	<p>Tasks allows you to create any business process record by clicking Create.</p> <div><p>Tasks</p><div><div>Create</div><div>Actions</div><div>View</div><div>Received in last 7 days</div><div></div><div></div><div></div><div></div><div></div></div></div>																												
10.	<p>Click Select Business Process Origin drop down.</p> <div><p>New Record</p><div><div>Select Business Process Origin *</div><div>Company Workspace</div></div><div><div>Select Business Process *</div><div>Select</div></div><div><div>Select Workflow</div></div><div><div>Cancel</div><div>Create</div></div></div>																												

Step	Action
11.	<p>List shows all projects you are assigned to as well as company workspace. Select which project you would like to create a business process record.</p> 
12.	<p>Click Select Business Process drop down.</p> 
13.	<p>Select a Business Process from the list.</p> 
14.	<p>Once options have been selected click Create.</p> 
15.	<p>Click View drop down.</p> <p>Tasks</p> 

Step	Action
16.	<p>There are several view options to choose from. Click All Tasks and it will show everything assigned to you.</p> 
17.	<p>Tasks list show records from different businesses processes across all Projects.</p> 
18.	<p>Click Notifications.</p> 
19.	<p>Click Actions drop down.</p> 
20.	<p>In Actions you can Print or Delete notifications.</p> 

Step	Action
21.	<p>Click View drop down.</p> 
22.	<p>There are several view options to choose from. Click All Notifications and it will show everything sent to you.</p> 
23.	<p>Click Drafts.</p> 
24.	<p>Click Actions drop down. You only have the option to Delete draft records created.</p> 
25.	<p>Click View drop down.</p> 

Step	Action
26.	<p>There are several view options to choose from. Click All Drafts it shows all records you have started and saved.</p> 
27.	<p>Drafts show all records you have Saved and are in the process of completing.</p> 
28.	<p>End of Procedure.</p>